



F1074

Park Lane Junior and Infant School  
20<sup>th</sup> June 2024

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**REVISION RECORD**

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REVISION RECORD

| Rev | Date    | Changes                                                                       | Initial |  |
|-----|---------|-------------------------------------------------------------------------------|---------|--|
|     |         |                                                                               | PM      |  |
| A   | 24/9/24 | Alterations to Traffic Management and Deliveries and tree protection measures | NK      |  |
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## 1.0 General Note

This method statement has been prepared on the basis of the information available to date and provides details of our approach to the construction and management of the project.

Certain areas of operation will be subject to specialist considerations, thus more specific and detailed method statements relating to these individual operations will be produced and kept on site as the project proceeds.

These additional key method statements will comply with the requirements of the relevant regulatory bodies and will be prepared by the specific sub-contractors involved.

## 2.0 Planning

A project Construction Programme will be developed utilizing the computer based Asta Power Project software and project management system.

The system is a critical path network based system which has the capability to produce bar chart programmes that incorporate design, co-ordinated trade contractor design, design reviews, procurement, equipment/ material orders, deliveries and site installation, all as standard procedures and activities.

Utilising the programme, critical operations will be identified.

The construction programme will be monitored, tracked and updated on a regular basis and any corrective action applied as necessary.

The Contract Programme will be prepared as an abstract of the construction programme and issued to all parties and will be utilized as the reporting document for all site construction progress.

Prior to commencement of site works, an external survey will be carried out to confirm the extent of any existing services and the condition of the existing environs.

These will be plotted on a drawing and a photographic record will be taken, which will be maintained as a record throughout the stages of the contract.

Notification of the project commencement will be issued to all Statutory Authorities, advising them of the construction works and advising them of the Francis Construction Limited proposed programme of works.

### 3.0 Site Management

The site management for the project will comprise a visiting Contracts Manager who will lead the site team and administer the contract.

The Contracts Manager will be assisted and supported by the following site based construction management personnel, responsible for the management and supervision of the site-based operations.

A Site Manager will be responsible for the overall construction works on site, during the construction cycle.

A visiting Quantity Surveyor will be responsible for the commercial and procurement resource.

The site team will be supported and assisted by our head office based, site visiting, planning, safety and temporary works engineering departments.

### 4.0 Security and Site Establishment

The site is located

Park lane Junior School  
130 School Road  
Tilehurst  
RG31 5BD

Park Lane Infant School  
55 School Road  
Tilehurst  
RG31 5AS

#### Brief Scope of Works

Junior School - There are a number of areas to refurbish during the summer holidays, alterations to the entrance reception area and staff room, some minor improvements acoustically to one of the classroom dividing walls and then alterations to one large classroom to remove the suspended ceiling and open up the original full height ceiling, remove a wall and remodel to form a larger classroom.

After the summer works the external windows, fascias and soffits are to be replaced and / or repaired over a rolling programme of works from November to January.

There is then a final phase in summer 2025 to demolish the old annexe across the road and increase the school parking marginally.

Infant School – the works to the infant school is split into 4 main phases, the initial work is to refurbish and carry out minor alterations to the 2 reception classrooms and toilets plus a new soft surface multi-weather play area. After this the students from the external annexe classroom will move into these rooms allowing the old external classroom to be demolished and a new 2 storey 4 class modular unit can be installed in its place along with an additional car park. Once this is completed, the students from other classrooms will move in releasing 2 other areas to be refurbished. There are various other areas of improvement to access paths, security gates and fencing and landscaping to be completed concurrently.

See separate logistics plans for site layout and office and welfare provisions along with parking.

## 5.0 Site Hours

Site Hours will be typically 7:30am – 4.30, Monday to Friday. No works will be carried out on weekends without prior arrangements.

## 6.0 Personnel

All personnel will be inducted prior to gaining access to the site. They will be informed of the specific site rules required in the preliminaries relating to this project as well as the Francis Construction site rules and their own companies' method statements. All of our managers have enhanced DBS clearance.

## 7.0 Site Access and Deliveries – Loading & Unloading of Plant & Materials

Junior School – The main area of work will be undertaken in the summer where we have been given use of the rear playground so all vehicles and deliveries can be brought with the fenceline off of the main road and unloaded safely. For the window replacement the windows will be brought to site each day in the operatives van and unloaded to the work area within a fence compound before work starts.

Infant School – we will be installing a trackway to the rear playing field and fencing this off to prevent access to the students, Operatives and deliveries will be via this access and into the rear of the school for the first phase. For the demolition works, all arisings will be removed from site via the main entrance at agreed times and escorted in and out of site by a banksman. The same will be true for any works connected with the foundations and new car park to the front of the site.

*The modular units are programmed to be installed in the October half term, the crane will be positioned in the new car park.*

Rev A

*(Due to the height of the units being transported, they need to be moved on low loader trailers to stay below the regulation limits to avoid telephone cables etc en-route. The camber of the road outside of the school and the ramp into the driveway prevents access for these type of trailers as they would ground out therefore the delivery will need to be by parking the trailer along the road outside of the school within a single lane closure and footpath closure and be lifted over the fence.*

*The proposal would be to carry out the works over 2 days during the half term week when there are no students and less school traffic, erect lights and signs between the hours of 9am and 4pm to avoid impacting peak traffic times, each day will consist of 7 lifts and during each physical lift where the load is taken from the trailer bed and swung clear of the carriageway we would propose turning both traffic lights red for 1-2 minutes to reduce any risk to traffic using the other carriageway, we would also position banksmen on the opposite footpath to ensure the public are kept safe during each of these brief periods.*

*Once the load is clear of the trailer, the lorry will pull away and return to collect the next unit. After the two days of installation, there will be a number of weeks of work around the units and this will be accessed via the school driveway with smaller delivery vehicles for concrete kerbs, tarmac to the car park etc and apart from being guided by a banksman at all times should not impact the highways.)*

For the final refurb phase, the access will be the same as the first phase, all deliveries to the access road on the playing field.

For both projects, all deliveries will be booked in and scheduled on the deliveries board and ensure they adhere to pre- agreed delivery times with the school.

## 8.0 Delivery Times

Prior to commencement, we will review any planning constraints relating to traffic movements and deliveries and incorporate these into the traffic management plan.

## 9.0 Parking Arrangements

At the Junior school we have use of the rear playground during the summer works and for the window replacement there will be one window contractor's vehicle and one site manager.

For the demolition of the annexe, a hoarding will be erected to the perimeter of the site and the building will be carefully deconstructed within this area, loaded into lorries and removed from site via the existing small car park belonging to the school, these works will be during the summer holiday, and we will have access to the playground for operative parking.

At the infant school, once we have installed the trackway to the rear playing field, we will have parking along the side of this for the duration of the works, all operatives will enter this way as they will report to the site office upon arrival to sign in before entering the site.

## 10.0 Signage

Adequate safety signage will be installed around the perimeter fence identifying the construction site. Around the site entrance we shall increase awareness with both additional safety signage and informative signage.

A main construction signboard will be positioned in agreement with the Client. Site signage will be provided within the site to advise operatives/visitors and delivery staff of safety requirements within the confines of the site and where to report on arrival. Such signage will include:-

- Accommodation / Access requirements
- Speed Limits
- Overhead / Underground Services
- PPE requirements
- Noise
- Danger Construction Site, etc.
- Local amenities and businesses

## 11.0 Storage, Movement and Hoisting of Materials

All materials will be stored within the confines of the site and as near to the workplace as possible, to minimize traffic movement and double handling.

More vulnerable materials/ equipment will be stored in secure containers if required, however due to the constraints of the site and limited storage space, wherever possible, they will be programmed on to site to be incorporated directly into the construction.

All concrete deliveries will be proposed as 'ready mixed' and will be delivered to site in appropriate vehicles.

Concrete placement techniques will be changed and adapted to suit the location and suitability of the equipment for its placement.

All works for these projects are on the ground floor, there will only be two areas of working at height, the installation of the double storey modular classroom which will be lifted in by crane and the replacement of the windows to the junior school, these windows will come as empty frames and be lifted on the single lift scaffold manually along with the separate glazing panels before being installed from the working platform.

There is no space or requirement for a forklift on these projects.

## 12.0 Waste Disposal & Recycling

A Site Waste Management Plan will be produced during preconstruction where an estimate on the waste we are anticipating from the project is predicted, this enables us to target minimization and highlight local markets / companies that can be used to re-use, reprocess, recycle or dispose of the waste streams identified.

During the construction phase, the sites are required to monitor the type and proportion of waste types in each waste movement and record the size and type of container. This data is then recorded.

With the space available during the summer works we are likely to separate waste on site such as plasterboard or metals. Any mixed waste skips will still be taken from site, sorted and recycled where possible. Each month we receive a waste report identifying our waste streams and the volume of waste we divert from landfill.

## 13.0 Scaffolding

Conventional scaffolding, for the junior school window works, will be independent with boarded lifts to suit the nature, location and type of the particular operations.

All scaffolding will be securely tied to the structure if required and will include suitable stair access if possible. Scaffolding will be provided, erected and maintained in accordance with all current statutory regulations. In addition, brick guards will be provided on the 'live' lifts.

Suitable guard railing will be utilized to prevent falling from unprotected edges and staircases as applicable.

No person other than a certified competent scaffolder will be permitted to erect, alter, adapt or dismantle any conventional scaffolding.

Scaffolding will be contained within our site compound and will not affect the public highway.

## 14.0 Temporary Services

- We would propose to connect to existing services for water and power for our welfare units, Drainage will have to be via a tank that is emptied regularly. All our services will be metered to clearly identify our energy usage.
- 110v power will be utilized throughout the building.
- All our managers have a mobile phones and email access on site with mobile routers in the offices.

## 15.0 Control of Dust and Debris

The site will be kept clean and tidy at all times and will accord with any statutory requirements.

Suitable concrete vehicle wash down area will be established so that 'wash out' spoil and grout from concrete delivery vehicles will be washed out within a contained receptacle. This receptacle will be cleaned on a daily basis and the spoil removed from site via appropriate disposal vehicles.

A call off order will be in placed with a local road sweeping company for the site manager to use should we get any tyre marks on the roads.

Prior to any works commencing, a risk assessment will be carried out, this will identify the most suitable type of dust suppression required for that particular activity. This will then be implemented by the site team during the activity. The nature of this project means most of the works will be on hard standing and should be maintained in a clean state.

## 16.0 Knowledge of Method Statement

All site personnel will be informed of the method statement via the following means:

- Francis Construction operatives will receive an emailed copy of the method statement and will sign a register to acknowledge the contents.
- Subcontractors will receive a letter stating all site constraints as mentioned in the method statement. This will also be communicated with orders sent out and during pre-order meetings
- Site operatives will be informed about the relevant section of the method statement (For example: noise, dust, parking, pedestrian routes etc) during site inductions

## 17.0 Safety

Full recognition and regard will be taken in the management and execution of the project of the Construction Design and Management Regulations 2015.

All trade contractors are obliged to provide a method statement prior to commencement of any works on site.

All sites are subject to independent site safety checks, inspection and reports by our independent site safety inspectors and advisors.

## 18.0 Noise Control

Management of noise pollution and vibration control will be given a high priority. As the works are in close proximity to surrounding buildings we will liaise on a regular basis with the occupiers to ensure that acceptable levels of noise are adhered to as well as statutory levels imposed by the Environmental Health Officers

## 19.0 Pedestrian/Routes & Highways during Construction

Pedestrian routes and paths should not be affected by our works generally as everything is contained within the site boundary, the only exception to this will be in the installation of the modular units which need to be lifted in from the road, footpath closures will be in place for 2 days while this is undertaken. Apart from this the only impact will be at the infant school where we have vehicles arriving and leaving via the rear trackway access. This will involve crossing the route of the footpath. We intend to remove the gate and widen the gateway temporarily and trim the hedging back to improve visibility. We will also impose speed limits on the site and erect warning signage for path users. Large delivery vehicles using this gate will be escorted in to and out of the site.

## 20.0 CONSTRUCTION

### **20.1 General**

Our construction programme will be regularly reviewed and updated both during the design development stage and the construction stage. This is to enable us to achieve the optimum build programme is for the Client and this is tracked, monitored and kept up to date.

### **21.2 Initial Work**

Prior to the commencement of the project works, the preliminary Health and Safety, Environmental Plans will be prepared. These plans will be progressively refined and developed as trade package contractors and specialists are appointed, and more specific and detailed methods, techniques and requirements are established.

## 21.0 Site Preparation Works

### 21.1 Ecological Surveys

If required, we will assist in undertaking or facilitating ecological surveys.

#### Tree/Root Protection Areas:

Construction within tree/root protection areas will adhere to measures outlined within the AIA '*Root Protection Areas (RPA)*' and drawing E05323-HCC-02-XX-DR-A-1601-Construction Logistics and Tree Protection Plan. This includes areas of excavation and breaking out by hand, root pruning as per BS 3998, and areas implementing 'No dig' design principles in accordance with AA Guidance Note 12 '*Cellular Confinement Systems Near Trees*'. Protective Fencing will also be implemented within RPA's as per Section 6.2 of BS5837: 2012. Trackway will also be instated as per drawing 1601 to provide additional protection where contractor access is required through the wooded area within the school site. As per the AIA, Trees T10, 45, 51 and 52 will have direct tree protection assembled around each trunk with accompanying signage to provide suitable protection.

## 22.0 Sub-Structure

The only sub structure works on the project is the removing of the old foundations to the annexes on both sites and also the installation of the new foundations to the modular unit. Prior to works, services will be checked against record drawings and marked on the ground, we will also carry out CAT scans to locate any unmarked services.

## 23.0 Superstructure

There are no traditional superstructure works on these schemes as they are mainly refurbishments or prefabricated modular units.

## 24.0 Internal Work

The internal works on both sites consist of some new partition walls, new ceilings, decoration, alterations to services and new doors, flooring and fixtures and fittings. The new modular unit will have new ceilings and flooring once installed.

## 25.0 Mechanical / Electrical Services

A detailed fabrication, delivery and installation schedule will be prepared by the Mechanical and Electrical contractors, upon instructions to proceed, to ensure compliance with the overall contract programme.

The M+E scope will include alterations to radiators and sanitaryware, new lighting, power and fire alarms. There is a requirement as part of this scheme to upgrade all of the distribution boards in the infant school.

There will also be an element of isolation of services to the 2 old annexes and there are new incoming services to the modular unit in the form of water and electric.

We are also engaged to relocate the existing gas meter on the infant site and this includes moving the main around the back of the building.

## 26.0 External Works

The Junior School has no external works apart from the window and fascia replacement and the demolition in Summer 2025

The infant school has a number of areas. The external soft surface play area as part of phase one, the new car park and footpaths around the modular unit in the next phase, this also includes provision of disabled parking bays to the existing car park, the new gas main and other ducts and service routes to the site as part of the new data and access strategy.

## 27.0 Quality Control

As a family owned and run business our Quality is what makes us stand out from the crowd. Our site managers are from a trade background, which gives us the edge on monitoring our quality. We are currently implementing a new building construction management software package – Procore. As well as providing a digitally managed database for Drawings, RFIs and Safety inspections and site records, it also incorporates a snagging element which will ensure defective items are recorded, photographed and passed to the relevant contractor digitally for rectification and closure. We believe this will raise the bar on quality and also streamline the process to ensure items are reported and addressed promptly.

Acceptance of all elements of the works will be subject to signing off. As each section of the works is completed, it will be snagged and de-snagged

Immediately therefore reducing the amount of snagging works likely at the end of the contract.

The snagging and de-snagging of areas will be addressed in a working sequence, as each section of the building is completed. Once this is agreed, areas of the building will be 'closed-off' and a restricted access policy implemented. Our aim is to strive to provide a project, which achieves a 'defect free' handover.

## 28.0 Protection of completed works

The sub-contractors work closely with us to ensure that we are always adequately protecting all materials, equipment and finishes. To prevent damage arising from weather conditions, construction activities, or any other cause whatsoever during the progress of the sub-contract works and until the completion of the project.

The required level of, and type of protection required to protect completed works will be agreed by all parties, in advance of any works commencing.

## 29.0 Contract Administration and Handovers

Throughout the contract, Francis Construction will maintain the updated, tracked and monitored Construction Programme for the works. To ensure that the programme is adhered to, Francis Construction will hold regular on-site progress meetings with Trade Contractors. At these meetings, other issues such as quality and safety will be discussed in detail to ensure that they fully comply with the contract requirements.

Prior to handover of sections of works, Francis Construction will carry out their own snagging of the works, with the aim of achieving 'zero' defects at practical completion.

As built drawings, commissioning records and operation and maintenance manuals will be prepared and issued to the Contract Administrator, prior to completion of the works.

## 30.0 Handover Documentation and Client Training

At handover we will issue our O&M Manuals for the client / end users to keep. The format and detail of the O&M manuals, coupled with the Building manual will be established at the early stages of the project. This allows the document to grow and develop with the progression of the project as a whole.

## 31.0 Project Close Out and Handover

The principle of the project close out and handover will be to carry out the de-snagging of works as they progress in order to achieve a progressive handover from Trade Contractor to Trade Contractor within a particular area.

This will be followed by the final snagging/completion period as indicated on the programme.

## 32.0 Post Contract Support

Periodic monitoring by Francis Construction will enable early attention to unforeseen issues during the warranty period. If we have any defects during the 12-month defects period we call upon our sub-contractors to visit site and carry out the repairs. If this is not achievable we have our own aftercare manager who can carry out most repairs or small works.

### 33.0 PROJECT CHALLENGES

These two sites have different areas of work, but the same main challenge, tight timescales during the industries busiest time of year. To overcome this we have included for a number of weeks prior to works commencing when both site managers will be allocated to the project and planning the works to try to foresee issues before they occur, looking at required trades, materials, design details and information needed before we get to site.

Key project issues:

- Utilities – coordinating the new water, electric and gas to be undertaken at the required time.
- Installation of the new modular unit and ensuring the date can be achieved to allow the works to be undertaken during half term.
- Timescales and achieving each phase on programme to allow the decant of students to be undertaken and then the next phase to start.
- Asbestos removal to the Junior School reception wall, this has many services located on it and will need careful coordination to ensure this is removed safely without delay to the programme.

Most of these can be resolved / reduced with early engagement with relevant parties, regular contact and discussion to monitor progress of items and ensure there are no blockages in flows of information or action and also ensuring time is taken to understand the sequence of activities and the effect of other tasks on key items.

### 34.0 CONCLUSION

The above method statement has been developed from the current information specifically to demonstrate our understanding of the project requirements and the detailed methodology required to carry out a project of this nature.

It demonstrates how the project will be managed and built, showing details of logistics, security, deliveries, storage, parking, waste, noise, dust control, safety and details on the construction of the buildings.

It is not however all encompassing and prior to the commencement of each stage or phase of the construction works specific method statements will be produced and agreed with the Francis Construction Site Management Team.